

Operating Guidelines

A. Name

The name of this group shall be the "Yellow Medicine County Highway Department Purchasing Committee."

B. Authority

The Committee is established by the authority of the Yellow Medicine County Board of Commissioners. The Committee is advisory to the County Board. The Committee has no authority to independently adopt policies or make purchases.

C. Purposes

The Committee serves at the pleasure of the County Board of Commissioners. It exists to make recommendations to the County Board on specific equipment purchases necessary to the Highway Department for operations. These purchases are for equipment whose cost exceeds the amount that can be authorized by the Department Head/Engineer or the County Administrator.

The specific purposes of the Committee are:

- Establish Guidelines for the purchase of equipment that include the number of bids/quotes necessary, identification of where the bids/quotes come from, and other specifications as required.
- Review the long-term purchasing plan for the Highway Department.
- Create a guide for length of service by type of equipment taking into consideration the use of that particular piece of equipment, generally accepted practice and input from other county highway departments.
- Review the specific purchases identified for the current calendar year and present options (including endorsements) for equipment requests to the County Board of Commissioners after utilizing the guidelines above.
- Review the existing inventory of the Highway Department to identify the pieces of equipment that are useful and of value and the ones that could be eliminated from the inventory.
- Review the purchases for ancillary items such as oil, tires, etc. and identify optimum cost savings.

D. Membership

The membership of the Committee is comprised of two Commissioners, the Highway Engineer, the Maintenance Supervisor, and the County Administrator. The Highway Engineer may invite other Highway employees to a meeting as needed to discuss a particular item or situation.

E. Length of Term

Membership terms for County Commissioners are one year. All other members are permanent members.

F. Officers

The Highway Engineer will serve as the Chairperson. The Highway Engineer will appoint an additional Highway employee to serve as Secretary.

G. Duties of Officers

Chairman - The duties of the Chairman are:

- To prepare agendas and related material for Committee meetings and insure they are distributed to all Committee members.
- To chair Committee meetings.
- To make verbal reports to the County Board, as needed.

Secretary - The duties of the Secretary are:

- To record and prepare official minutes of all Committee meetings.
- To insure minutes of Committee meetings are sent to the County Administrator for inclusion in County Board agenda packets.

H. Meetings

Meetings of the Committee will be scheduled at _____. All meetings are open to the public.

I. Agenda

Any agenda items desired should be conveyed to the Committee Chair at least four working days prior to the meeting. Agenda items may be added at the Committee meeting as approved by a majority vote of the Committee. The Chair will email the agenda and available materials to all Committee members at least three days before regular meetings.

J. Voting

Recommendations from the committee will have been determined by consensus voting.

K. Quorum

At least one Commissioner must be at every meeting.

L. Conflict of Interest

Members should notify the Committee if they believe a conflict of interest does, or could, exist. Members are expected to maintain the highest ethical standards.

M. Alternative Dispute Resolution

In the event of an unresolved dispute within the Committee, the dispute will be referred to the County Board for resolution.

P. Amendments and Guidelines Review

These Guidelines will be reviewed by the Committee on an annual basis. Any changes to the Guidelines must be approved by the Committee at a regularly scheduled meeting and, in turn, by the County Board. Amendments may be recommended at any regularly scheduled meeting of the Committee.

Approved by the County Board this 7th day of January, 2014.